



DR. BUU NYGREN **PRESIDENT**

RICHELLE MONTOYA **VICE PRESIDENT**


The Navajo Nation | Yideeskáadi Nitsáhákees

MEMORANDUM

To: Honorable Dr. Buu Nygren, President
NAVAJO NATION

Honorable Crystalyne Curley, Speaker
NAVAJO NATION COUNCIL

Honorable JoAnn Jayne, Chief Justice, Judicial Branch
NAVAJO NATION

From: 
Sean McCabe, Interim Controller
Office of the Controller

Date: December 14, 2023

Subject: On-Line Travel Authorization Forms

The Office of the Controller (OOC) is moving forward with a change management process within the Accounts Payable department. OOC will execute the strategy of automatic "Numbering Travel Authorization (TA) form" then monitor the progress. This will be a self-service process that will improve the manual request for travel authorization numbering, faster turnaround time and immediate access to the form for Navajo Nation employees who plan to travel.

OOC has identified the implementation date of December 18, 2023, to have all departments obtain their own travel authorization forms online by staff using the Financial Management Information System (FMIS).

For employees who do not have access to FMIS, they will need to register and complete the training process, contact your Training Coordinators immediately to get registered for the training. Another option is to identify those individuals within your departments with FMIS access to initiate the travel authorization forms on behalf of your department.

For employees who have FMIS access the functionality will already be available on a separate page labeled "Travel Admin" alongside the employee self-service (ESS) page "Employee Information". Training will be available for all FMIS users through the User Productivity Kit (UPK), module "Travel Authorizations (TA)".

Visit our website <https://www.nnooc.org> home page to access the FMIS Oracle website and FMIS Training page for the UPK training webpage, Knowledge Center.



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This memorandum will serve as a formal notification that OOC will no longer accept paper or email requests for TA forms from Programs/Departments/Divisions/Branches effective December 18, 2023.

Should have any questions please email the FMIS system office at support@nnooc.org.

Thank you.

XC: *Division Directors*

Patrick Sandoval, Chief of Staff OPVP

Manual Rico, Chief of Staff, Legislative

Accounting Managers, OOC